

SPECIAL MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD
*****CITY HALL CONFERENCE ROOM *****
TUESDAY, OCTOBER 16, 2012
5:30 P.M.

Please note time and location of the meeting.

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. Hwy. 23 Bypass Signage (page 4)
- V. INFORMATIONAL
 - A. Next Meeting - Thursday, November 8, 2012 at 6:15 p.m.
- VI. ADJOURN

*****Please contact Renee Eckerly at 320-243-3714 ext. 227 or at reneeE@paynesvillemn.com if you can't attend the meeting.*****

Voting Members: Jeff Thompson, Jennifer Welling, Steve Vaske, Sue Hecht, and Reed Ringstad. Advisory Member: Bill Ludwig

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Municipal Off-Sale Retail Liquor Board. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Cable Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Liquor Board

Committee/Council Meeting Date: October 16, 2012

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the October 2, 2012 Municipal Off-Sale Retail Liquor Board meeting minutes.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the October 2, 2012 Municipal Off-Sale Retail Liquor Board meeting.

**MINUTES
MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD**

OCTOBER 2, 2012

The meeting was called to order by Chairperson Reed Ringstad at 6:17 p.m. Members present were Bill Ludwig, Jennifer Welling, Steve Vaske and Jeff Thompson. Sue Hecht was absent.

Motion was made by Welling to approve the minutes from the September 4, 2012 Municipal Off-Sale Retail Liquor Board meeting. Seconded by Vaske and unanimously carried.

OCTOBER PROMOTIONS

Ludwig reported the following:

Coors light 24 pack 12 oz. cans	\$17.99	with a food shelf donation \$16.99
Taaka 1.75L vodka	\$15.99	
Mr. & Mrs. T Bloody Mary Mix	\$15.99	

Beringer wines will be on sale, but won't have pricing until product is received.

NOVEMBER MEETING DATE

The November Liquor Board meeting will be changed from Tuesday, November 6, 2012 to Thursday, November 8, 2012 at 6:15 p.m. due to the elections.

CUSTOMER APPRECIATION NIGHT

The Board discussed doing a customer appreciation event. It was suggested to hold a customer appreciation night in conjunction with the December Wine Club on December 13, 2012. There will be appetizers, wine tasting, and a gift for each participant. Wine bottle openers and glasses were discussed as gifts and any leftovers would be sold in the store. Ludwig and Welling will research wine bottle openers with Paynesville Liquor on them.

Motion was made by Thompson to authorize Ludwig to purchase wine bottle openers for the customer appreciation night in the amount not to exceed \$900.00 with Board notification of purchasing details. Seconded by Vaske and unanimously carried.

ADVERTISING

Ludwig reported that he had been approached by the St. Louis Catholic Church to advertise the Liquor Store in their weekly church bulletin for the amount of \$320.00 (annually). The Board discussed this in length and decided to not to proceed with this type of advertising at this time.

SALES REPORT

Ludwig reported the following:

- Down \$2,000.00 from September of 2011

- Less days in September this year
- Profit is up in comparison to September of 2011
- Purchasing less beer and watching inventory
- Wine and liquor inventory is high right now

WINE CLUB

The next Wine Club will be October 25, 2012 at Ron & Judy's Restaurant. The September Wine Club had 61 people and sold 49 products. It was suggested that for the next three months, any 6 or more bottles of wine ordered at wine club, would receive an additional 5% off the already 15% off. The costs of snacks were discussed and apples are no longer being used due to the cost of them. Cheese was also discussed and we will now be purchasing it from AMPI as the cost is less.

Upcoming Wine Club dates - Thursday, November 15, 2012 and Thursday, December 13, 2012. The dates were moved due to the holidays.

BEER CAMP

Beer Camp was held on September 14, 2012 from 6:30 p.m. – 8:30 p.m. at the American Legion. 55 persons attended the event.

HIGHWAY 23 SIGNAGE

Ludwig reported that the banners are up. A quote from Scenic Signs in the amount of \$3,995.00 was presented for a LED sign to be put up on the west side of the Teals building. Electricity to the location was discussed including running our own line or paying Teals for electricity. The sign would run about .6 amps with a cost of \$5.00 per month.

Haines Electric quoted \$700.00 to run a separate line and estimated the electricity for the sign to cost \$1.82 per month.

Motion was made by Welling to offer Teals \$10.00 per month for sign electricity instead of running our own line. Seconded by Thompson and unanimously carried.

There being no further business, the meeting was adjourned at 7:55 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Liquor Board

Committee/Council Meeting Date: October 17, 2012

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: Hwy. 23 Bypass Signage

Prepared by: Staff

COMMENTS:

Please review the attached quote from Scenic Sign Corp. in the amount of \$3,995.00.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Liquor Store Sign in the amount of \$3,995.00 and recommend such to the City Council.



PROPOSAL

Proposal #: 11355

Proposal Date: 09/17/12
Customer #: 1803
Page: 1 of 4

SOLD TO:	JOB LOCATION:
PAYNESVILLE MUNI 970 W STATE HWY 23 PAYNESVILLE MN 56362	PAYNESVILLE MUNI 970 W STATE HWY 23 PAYNESVILLE MN 56362
	REQUESTED BY: BILL

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #3445 CHANNEL LETTERS MOUNTED ON A CUSTOM RACEWAY WITH DIGITAL PRINT. LUMIFICIENT L.E.D.S, 1" TRIM, ACRYLIC FACES. THIS SIGN WILL MATCH THE SIGN ABOVE THE FRONT DOOR.	\$3,995.00	\$3,995.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$3,995.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION
(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AT ACTUAL COST. STATE SALES TAX IS INCLUDED UNLESS SPECIFICALLY STATED OTHERWISE.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and he assumes all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises.

COMPANY INITIALS _____

CUSTOMER INITIALS _____

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PROPOSAL

Proposal #: 11355

Proposal Date: 09/17/12
Customer #: 1803
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Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.

2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.

2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST.

2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.

3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.

4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

6. All applicable taxes payable under the laws of the State of Minnesota are included in the price quoted. Taxes due in other states may be additional as noted in the specifications section of this document.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

COMPANY INITIALS _____

CUSTOMER INITIALS _____

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PROPOSAL

Proposal #: 11355

Proposal Date: 09/17/12
Customer #: 1803
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10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____



DEPOSIT INVOICE

Invoice #: DP11355

Inv Date: 09/17/12
 Customer #: 1803
 Page: 4 of 4

SOLD TO:	JOB LOCATION:
PAYNESVILLE MUNI 970 W STATE HWY 23 PAYNESVILLE MN 56362	PAYNESVILLE MUNI 970 W STATE HWY 23 PAYNESVILLE MN 56362 REQUESTED BY: BILL

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
BILL		BOB GRUBER JR	09/17/12	50.0% Due Upon Receipt	10/31/12

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #3445 CHANNEL LETTERS MOUNTED ON A CUSTOM RACEWAY WITH DIGITAL PRINT. LUMIFICIENT L.E.D.S, 1" TRIM, ACRYLIC FACES. THIS SIGN WILL MATCH THE SIGN ABOVE THE FRONT DOOR.	\$3,995.00	\$3,995.00
TOTAL PROPOSAL AMOUNT			----- \$3,995.00
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			

PLEASE PAY THIS DEPOSIT AMOUNT:	\$1,997.50
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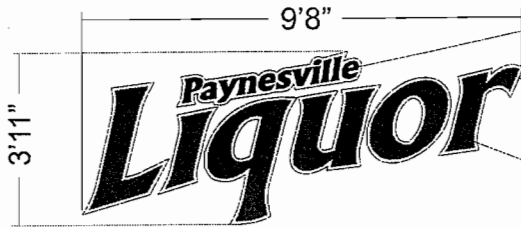
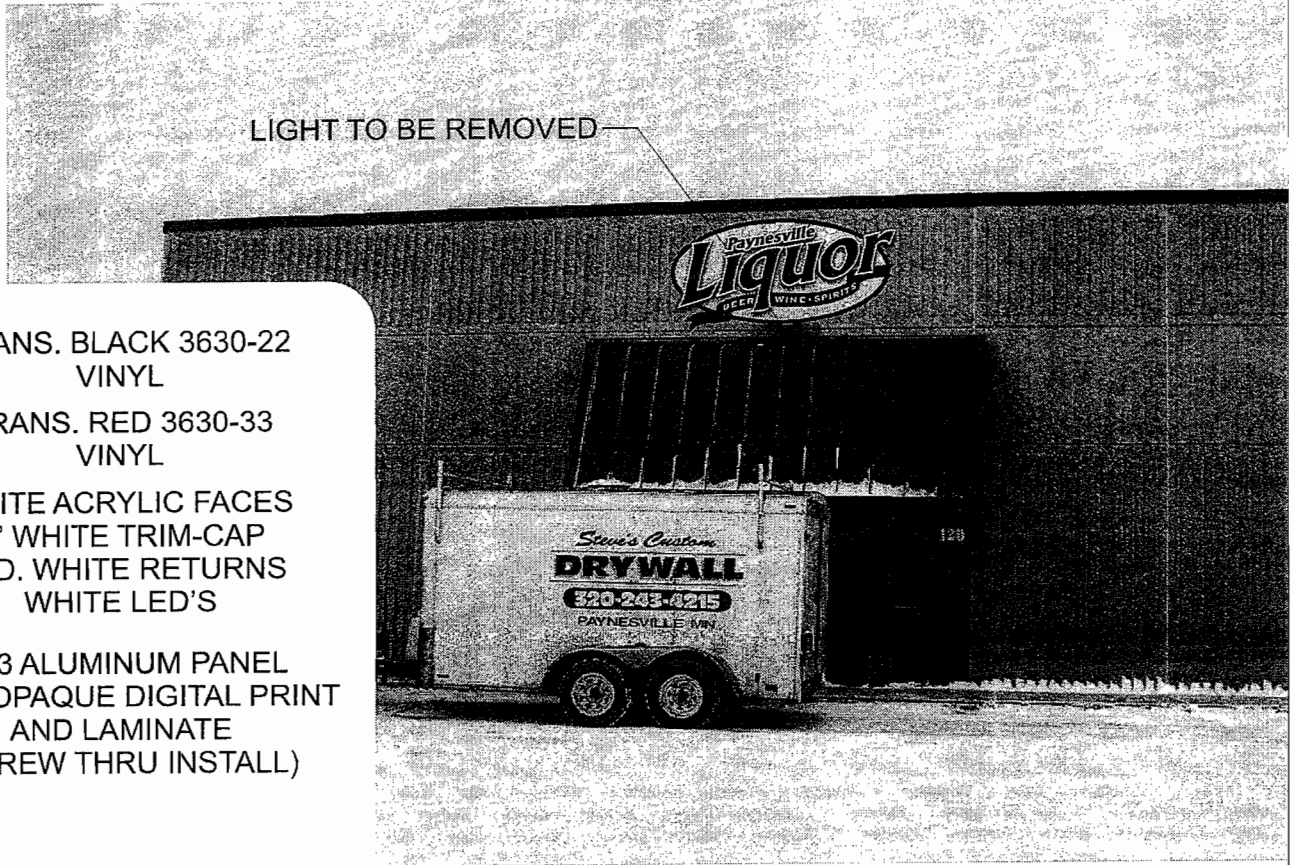
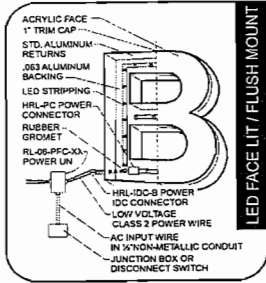
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3075 881 ST. CLOUD MN 56302 (320) 252-9400
200 E 9th St. St. Cloud, MN 56301 (320) 252-9400

SHOP DRAWING

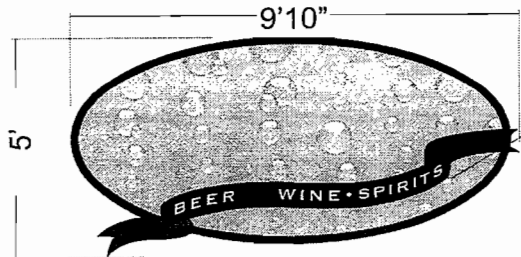
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TRANS. BLACK 3630-22 VINYL

TRANS. RED 3630-33 VINYL

WHITE ACRYLIC FACES
1" WHITE TRIM-CAP
STD. WHITE RETURNS
WHITE LED'S



.063 ALUMINUM PANEL WITH OPAQUE DIGITAL PRINT AND LAMINATE (SCREW THRU INSTALL)



FINISHED LOOK

SCALE: 3/8"=1'

SCALE: 3/16"=1'

NOTES-

FABRICATE AND INSTALL ONE NEW WALL SIGN
CHANNEL LETTERS ATTACHED TO NON-LIT ALUMINUM PANEL

SALESMAN: BOB GRUBER JR	
LOCATION: HUTCHINSON, MN	
SCALE: 1"=1'	DATE: 05/26/10
SQ FT:	WORK ORDER#

D



SHOP DRAWING

FILE NAME: PAYNESVILLE-LIQUOR-1.CDR



- TRANS. BLACK 3630-22 VINYL
- TRANS. RED 3630-33 VINYL
- WHITE ACRYLIC FACES
- 1" WHITE TRIM-CAP
- STD. WHITE RETURNS
- WHITE LED'S



- .063 ALUMINUM PANEL WITH OPAQUE DIGITAL PRINT AND LAMINATE (SCREW THRU INSTALL)



FINISHED LOOK

SCALE 3/8"=1'

SCALE 3/16"=1'

NOTES: FABRICATE AND INSTALL ONE NEW WALL SIGN
CHANNEL LETTERS ATTACHED TO NON-LIT ALUMINUM PANEL

SALESMAN: BOB GRUBER JR	
LOCATION: HURCHINSON, MN	
SCALE: 3/16"	DATE: 05/25/10
SQ. FT.:	WORK ORDER#

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